

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
415-865-4272 Telecommunications Device for the Deaf Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Application Development Analyst - Database Administrator

**JOB REQUISITION:** 2359

**LOCATION:** San Francisco, CA

**SALARY RANGE:** \$6,006 - \$8,588 per month

The Database Administrator (DBA) in the Information Services (IS) Division of the Administrative Office of the Courts (AOC) will participate in design, creation, installation, documentation, maintenance and upgrade of Oracle databases on the Sun Solaris platform. Additional duties include installation and support of database client software on the Windows XP client.

### RESPONSIBILITIES

- Work with team of Oracle developers, DBAs, Unix systems administrators, network administrators, and management to ensure maximum availability and reliability of databases;
- Maintain current, stable production and development environments;
- Manage multiple databases, development and production, both client-server and web-based;
- Work with vendor support where necessary to achieve timely resolution for database problems;
- Develop alternative solutions for meeting complex and conflicting requirements;
- Analyze problems and identify processes to reduce probability of reoccurrence;
- Install software and upgrades as required and communicate impact across teams;
- Assist developers in troubleshooting and tuning of SQL statements;
- Develop PL/SQL scripts for data conversion of legacy systems;
- Analyze application/enterprise performance issues and recommends solution;
- Develop and implement performance tuning strategies;
- Develop data definitions consistent with database management standards and conventions;
- Develop, implements, and tests backup and recovery procedures;
- Define and review database standards, conventions, and processes;
- Automate notification alerts of potential problems;
- Install and maintain Oracle databases and related applications; and
- Perform database refresh and cloning.

### EDUCATION AND EXPERIENCE

Equivalent to possession of a bachelor's degree, preferably with major course work in computer science, public or business administration and **two** years experience in Oracle database administration.

Additional experience may be substituted for the education on a year for year basis. Possession of a related post-graduate degree may be substituted for one year of experience.

**OR**

One year as a Business Systems Analyst with the judicial branch in information systems.

## **QUALIFICATIONS**

Knowledge of:

- Solid (2+ years) understanding and recent hands-on Oracle DBA experience, 8x, 9x including installation, design, creation, documentation, maintenance, and upgrade of Oracle databases on Sun Solaris platform; and installation and support of client software (in client-server environment) on Windows XP;
- Solid understanding of systems performance tuning (database and application) and troubleshooting;
- Excellent team player, ability to work independently and proactively in production and development environments;
- 2+ years experience in database design, logical and physical, ER modeling;
- 2+ years SQL and PL/SQL programming experience;
- 1+ year experience with UNIX programming utilities, including shell scripts and crontab; and
- Experienced in the setup, monitoring, and maintenance of replicated systems in secure environments, using both Oracle's replication and SQL scripts.

Ability to:

- Effective communication skills, both verbal and written;
- Efficient organizational skills to prioritize and handle multiple tasks;
- Attention to detail and thoroughness; and
- Commitment to quality and continuous improvement.

## **DESIRABLE**

Experience in:

- Database application development as an Oracle developer;
- Data warehouse design and support;
- Support of ERP systems, Oracle Financials 11i, PeopleSoft 8 HR, SAP;
- HTML coding; and
- Using Network Appliance Filers.

## **TO APPLY**

This position requires the submission of our official application. Resumes without these materials will not be considered. To ensure consideration of your application for the earliest round of interviews, please apply immediately, however, this position will remain open until filled.

Please refer to "Application Development Analyst – Database Administrator #2359" on your application materials and all correspondence. To complete an online application, please visit our Web site at <http://www.courtinfo.ca.gov/careers/view.htm>.

OR

To obtain a printed application, please visit:

### **Administrative Office of the Courts**

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**The Administrative Office of the Courts Is an Equal Opportunity Employer.**